



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

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County Executive

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Monroe County Water Authority

P-79721

Distribution Maintenance Mechanic

Application Fee: **\$15.00**

Examination Date: **January 7, 2012**

Application Deadline: **November 15, 2011** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date

Who May Apply: **Qualified employees of Monroe County Water Authority**

Salary: **\$22.79 - \$30.26 hourly (Monroe County Water Authority)**

Employment Opportunities: **The Monroe County Water Authority has two (2) positions currently held by provisionally appointed employees, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**

The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

An open-competitive exam is also being offered for qualified applicants.

Minimum Qualifications:

Candidates must be permanently employed in the non-competitive class at the **Monroe County Water Authority** and must have served continuously on a permanent basis for **thirty-six (36) months** holding the position of **Maintenance Mechanic I, II, III or a combination of these** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Fees:

A **\$15.00 non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This is a mechanical position at the Monroe County Water Authority responsible for a wide variety of complex, skilled tasks in the installation and maintenance of water mains, services, valves and hydrants, utilizing a number of specialized types of power equipment. The employee performs complex mechanical duties independently and exercises judgment in the solution of work site problems. The employee must be able to move and install various tools and equipment of significant weight. Employees work in confined or restricted spaces including sub-grade facilities and must be able to maneuver and work in tight quarters around machinery. The job may require employees to work outdoors in inclement weather and to work various shifts on a seven (7) day per week basis. Employees must be available for emergency duty call twenty-four (24) hours a day. Certain departments may establish minimum call-in requirements and conditions. Work may also include assignments in the Back-flow Prevention program, Leak Detection program, valve crew, sewer stake outs, or serviceman areas. The employee reports directly to and works under the general supervision of a Foreman of Distribution or Supervisor of Distribution. Direct supervision may be exercised over Maintenance Mechanics, Skilled Laborers and Laborers. May perform duties of Foreman of Distribution as required.

Scope of Examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Water distribution systems and fire hydrants

These questions test for knowledge of the proper methods, materials and equipment used in the installation, testing, repair and operation of waterlines, fire hydrants and related appurtenances, including trenching and safety practices.

2. Installing, repairing and servicing fire hydrants, valves and water service boxes and maintaining waterlines

These questions test for knowledge of the basic practices, materials, tools, devices and equipment used in the maintenance and repair of a water distribution system, including fire hydrants and related appurtenances.

3. Pumps, motors and valves

These questions test for knowledge of the operation, repair and preventive maintenance of the typical pumps, motors and valves used in water and sewer systems and pump stations.

4. Mechanical devices and tools used in maintenance work

These questions test for knowledge of general mechanical principles and for the ability to identify various types of hand tools and construction equipment and their proper use and maintenance.

5. Understanding and interpreting technical information and construction and site plans

These questions test for the ability to read, analyze and perform computations based on written technical presentations and technical drawings related to water and/or sewer line systems. All the information needed to answer the questions will be presented in the written material and/or drawings.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

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This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year	0 Points
1 year up to 6 years	1 Point
Over 6 years up to 11 years	2 Points
Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	5 Points

Seniority points will be calculated at the time of examination.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

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Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: October 24, 2011